UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES **Schedule No.:** 2060 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 1 of 3 DGS 550-1 (Rev. 10/92) Agency: University of Maryland Division/Unit: College of Computer, Mathematical, and Physical Sciences College Park Description Retention Item No. Screen annually and destroy that material for 1 General Files - incoming and outgoing correspondence, forms, which no further reference is required. minutes, manuals, reports, statements, memoranda, executed agreements, and statistics concerning current and proposed Remaining material with continuing administrative or legal value to be kept in educational, research and outreach programs; financial paper by the College of Computer, agreements; policies and procedures; special projects and Mathematical, and Physical Sciences, Dean's events; internal and external cooperative agreements and Office for 25 years, then destroyed. Material activities; equity issues; facilities; parking; alumni affairs; donor with historical value should be sent to relations; unit reviews; and general reference and substantive University Archives at the University of data concerning the operation of the College of Computer, Mathematical, and Physical Sciences, Dean's Office. Maryland for permanent retention. 2 **Human Resource Records** A. Timekeeping Records - individual sheets approved by the Retain for 3 years and until audit requirements are met, then destroy. supervisor that show leave taken and hours worked for administrative, student, if and when, contractual, nonexempt, and exempt employees. B. Employee Leave Balances - leave balances for Retain final leave balance for 3 years after administrative, contractual, non-exempt, and exempt termination of employment, then destroy. During the time the employee is active, retain employees. ongoing balances for 3 years for audit purposes. Authorized by Department Head or Designated Representative Signature: Victoriad Beewes Schedule Authorized by State Archivist Title: ExecAdmin IL Date: 2-17-99 Authorized by Vice President of Administrative Affairs Date: Date: Sdward C. Paperfore for Signature: _ Type Name: Dr. Sylvia S. Stewart Associate VP for Administrative Affairs Title:

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.: 2060

Page 2 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)

(00.	NTINUATION SHEET) DGS 550-1A (REV. 10/92)	
Item No.	Description	Retention
3	Personnel Files – forms, correspondence and logs prepared upon the commencement of, during, and upon termination of employment, including contracts; employee benefits; and payroll and personnel actions.	College of Computer, Mathematical, and Physical Sciences, Dean's Office to retain for 3 years after termination of employment, then destroy.
4	Performance Review and Development Files - evaluations of exempt and non-exempt staff members, which indicate employee performance factors, performance ratings given by the employee's supervisor, and employee development plans.	Retain for 3 years after the termination of employment, then destroy. Office of Record is the College of Computer, Mathematical, and Physical Sciences, Dean's Office.
5	Search and Selection Files - search committee files for candidates for faculty, administrative, exempt, non-exempt, and graduate assistantship positions consisting of advertisements, application material, meeting minutes, recommendations, reference checks, voting results, evaluative reports, list of eligibles, and relevant EEO documentation.	College of Computer, Mathematical, and Physical Sciences, Dean's Office to retain listed material for 10 years, then destroy. Other material to be destroyed after 1 year.
6	Payroll Records – journals; one pay and payroll certification cards; check register; student financial aid requests, disbursements, records and reports; journal vouchers; payroll entry forms; and other internal adjustment forms.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record is Payroll Services.
7	Purchasing and Accounting Records - internal account records, including copies of requisitions, invoices, and packing slips; honoraria and special payments; Financial Accounting System and Foundation activity statements and reconciliations; telecommunication service and equipment bills; unit projections; correspondence, grant proposals, budget amendments, journal vouchers, and transfers concerning commitments and disbursements on College of Computer, Mathematical, and Physical Sciences operating budgets, funded research and unit and special projects; and periodic reports and statistics.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM, LM, and SM Small Procurement Orders is the College of Computer, Mathematical, and Physical Sciences, Dean's Office. Office of Record for purchase orders is Procurement and Supply. Office of Record for the accounting records is Comptroller, Budget and Fiscal Analysis, or Communication and Business Services.
8	Departmental Publications - newsletters, technical reports, brochures, annual reports, and other material published by the College of Computer, Mathematical, and Physical Sciences, Dean's Office.	Forward a copy of publication to the University Archives at the University of Maryland at the time of publication for permanent retention. Screen annually and destroy remaining material for which no further reference is required.
9	Position Titles – classification actions for exempt and non- exempt positions in the College of Computer, Mathematical, and Physical Sciences.	Retain for 3 years after position is abolished, then destroy.

UNIVERSITY OF MARYLAND COLLEGE PARK

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.: 2060

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) DGS 550-1A (REV. 10/92)

Page 3 of 3

(CO	NTINUATION SHEET) DGS 550-1A (REV. 10/92)	·
Item No.	Description	Retention
10	Undergraduate Records – advising records and correspondence related to academic activity, including fellowship/scholarship criteria, selections, and awards and supplemental grade change reports.	Retain academic files for 4 years after student leaves program (usually graduation), then destroy. Office of Record for the grade change reports is the College of Computer, Mathematical, and Physical Sciences, Dean's Office.
11	Faculty Files – <i>curriculum vitae</i> ; appointment, promotion, and tenure (APT) material; correspondence; evaluative reports; contracts; payroll information; appointment letters; faculty review files; leave without pay and sabbatical requests; and other reference material.	Retain for 3 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.
12	Inventory and Key Material - records identifying non-capital and capital equipment inventory and related material including: manual sheets, inventory adjustment forms, replacement of inventory tag forms, disposal of surplus property forms, and equipment loan forms, and material relating to the procurement and disposal of keys including forms, records, and related correspondence.	Retain inventory material for 3 years and until audit requirements are met, then destroy. Office of Record is Inventory Control, Office of the Comptroller. Retain key material until keys are returned or termination of employment, then destroy.
13	Faculty Consulting Reports – reports including individual faculty reports on paid consulting, unit summaries, and college summaries.	College of Computer, Mathematical, and Physical Sciences, Dean's Office to retain for 5 years, then destroy.
	If University Archives at the University of Maryland are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available at the University of Maryland, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.	Until audit requirements are met means 3 years for state-related documents, 3 years for non-monetary federal-related documents, 3 years for monetary federal-related documents under \$25,000, and 6 years, 3 months for monetary federal-related documents over \$25,000.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	UNIVERSITY OI		AGENCY RECORDS INVENTORY
RMGT - 201 (7/92)	COLLEGE PARK		PAGE 1 OF 13
AGENCY University of Maryland, College Park	DIVISION Academic Affairs	,	3. UNIT Computer, Mathematical & Physical Sciences
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		D AND USED AS A UNIT FOR REFERENCE ISES.
4. RECORD SERIES TITLE General Files			5. EARLIEST YEAR/LATEST YEAR 1980 _{TO} 1999
6. RECORD SERIES DESCRIPTION (BRIEF IN THE INCOMING and outgoing correspondence, and statistics concerning current and projects and every and procedures; special projects and every sp	series, including the informs, minutes, manual bosed educational, res	PURPOSE OR FUNCTION On the statement of	of the series.) s, memoranda, executed agreements, rograms; financial agreements; policies
facilities; parking; alumni affairs; donor re operation of the College of Computer, Ma	lations; unit reviews; a	nd general reference	and substantive data concerning the
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S) MICROFILM(S)
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL □ NUMERICAL		COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE			NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY ☐ WEEKLY ☐] MONTHLY	1 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RG Building 115, Third Floor, Rooms 3400, 3 3419, 3421, 3423, 3425, and 3431		14. IS RECORD SERIE (IF YES, SPECIFY AGENCY YES NO	·
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS
Please See Statement Below.		☑ NONE ☐ S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN	18. RECOMMENDED RETENTION	
YES YO		reference is required. administrative or lega Dean's Office for 25 y	destroy that material for which no further Remaining material with continuing I value to be kept in paper by the CMPS, ears, then destroyed. Material with historical to University Archives at the University of ent retention.
19. NAME AND TITLE OF PREPARER Vicki Brewer	20. TELEPHONE NUMBER		21. DATE
Executive Administrative Assistant II	301.40	5.2316	January 25, 1999

* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 2A OF 13
AGENCY University of Maryland, College Park	DIVISION Academic Affairs	_	3. UNIT Computer, Mathematical & Physical Sciences
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILEI AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE ISES.
4. RECORD SERIES TITLE Human Resource Records - Timekeeping	Records		5. EARLIEST YEAR/LATEST YEAR 1995
6. RECORD SERIES DESCRIPTION (BRIEF IN THE		OF INFORMATION/DOCUM PURPOSE OR FUNCTION C	
Individual sheets approved by the supervisor that show leave taken and hours worked for administrative, student, if and when, contractual, non-exempt, and exempt employees.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL □ NUMERICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	FILE DRAWER(S)
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES IN	ACTIVE AFTER
☐ DAILY	MONTHLY	3 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 115, Third Floor, Rooms 3400 at	nd 3401	☐ YES 🗹 NO	•
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS
Please See Statement Below.		□ none 🗹 s	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED	RETENTION
☐ YES 🗹 NO		Retain for 3 years and destroy.	l until audit requirements are met, then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	R	21. DATE
Vicki Brewer Executive Administrative Assistant II	301.40	05.2316	January 25, 1999

* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

			· · · · · · · · · · · · · · · · · · ·	
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 2B OF 13	
AGENCY University of Maryland, College Park	DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE	
4. RECORD SERIES TITLE Human Resource Records - Employee Le	eave Balances		5. EARLIEST YEAR/LATEST YEAR 1995 _{TO} 1999	
6. RECORD SERIES DESCRIPTION (BRIEF			MENTS/FORMS FOUND	
IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Leave balances for administrative, contractual, non-exempt, and exempt employees.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
	☐ ALPHABETICAL		☐ MICROFILM(S) COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER OTHER (SPECIFY) File Folders	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR.	APHICAL	☐ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER (SPECIFY)		NUMBER ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY) ☐ File Folder	
11. FILE IS USED	·	12. FILE BECOMES IN	IACTIVE AFTER	
☐ DAILY ☐ WEEKLY ■	MONTHLY	3 NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RC	OOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 115, Third Floor, Rooms 3400 a	nd 3401	☐ YES 🗹 NO	•	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ NONE 🗹 S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	in	18. RECOMMENDED RETENTION		
. □ YES ☑ NO		employment, then des	ance for 3 years after termination of stroy. During the time the employee is active, es for 3 years for audit purposes.	
19. NAME AND TITLE OF PREPARER Vicki Brower	20. TELEPHONE NUMBE	R	21. DATE	
Vicki Brewer Executive Administrative Assistant II	301.40	05.2316	January 25, 1999	

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD UNIVERSITY OF		F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE	COLLEG	COLLEGE PARK		
RMGT - 201 (7/92)	COLLEG	ETAKK	PAGE 3 OF 13	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Academic Affairs		Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES:		AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
4. RECORD SERIES TITLE Personnel Files			5. EARLIEST YEAR/LATEST YEAR 1979 _{TO} 1999	
6. RECORD SERIES DESCRIPTION (BRIEF				
IN THE	SERIES, INCLUDING THE	PURPOSE OR FUNCTION C	OF THE SERIES.)	
Forms, correspondence and logs prepare			upon termination of employment,	
including contracts; employee benefits; ar	na payroll and personr	nei actions.	t .	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	✓ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE				
OTHER (SPECIFY)		(SPECIFY)	1/2 FILE DRAWER(S) MICROFILM REEL(S)	
o mek (si zen 1)		(SI ECH 1)	NUMBER	
			OTHER (SPECIFI)	
11. FILE IS USED		12. FILE BECOMES IN		
☑ DAILY ☐ WEEKLY ☐	MONTHLY	- <u>3</u> NUMBER	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIE (IF YES, SPECIFY AGENCY	S DUPLICATED ELSEWHERE?	
Building 115, Third Floor, Rooms 3401 a	nd 3431	☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES (IF YES. CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ none 🗹 s	STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI	N	18. RECOMMENDED I	RETENTION	
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		Callage of Commister	Mathamatical and Physical Cainness Decade	
			Mathematical, and Physical Sciences, Dean's ears after termination of employment, then	
		30007.		
IQ NAME AND TITLE OF DREPARED	20 TELEPHONE NAME		AL DATE	
19. NAME AND TITLE OF PREPARER Vicki Brewer	20. TELEPHONE NUMBEI		21. DATE	
Executive Administrative Assistant II	301.40	05.2316	January 25, 1999	

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 4 OF 13	
AGENCY University of Maryland, College Park	DIVISIONAcademic Affairs		3. UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILEI AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE SES.	
RECORD SERIES TITLE Performance Review and Development F	iles		5. EARLIEST YEAR/LATEST YEAR 1994 TO 1999	
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE			
Evaluations of exempt and non-exempt st given by the employee's supervisor, and e			ormance factors, performance ratings	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL		4 ☐ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE	□ NUMERICAL		NUMBER (SPECIFY) File Folders	
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONG	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	☐ FILE DRAWER(S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER □ COMPUTER TAPE(S) □ OTHER (SPECIFY) File Folder	
11. FILE IS USED QUARTERLY		12. FILE BECOMES IN		
☐ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	TERMINATION OF MONTH(S) YEAR(S) EMPLOYMENT	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 115, Third Floor, Room 3411		☐ YES 🗹 NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		□ NONE 🗹 S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
☐ YES ☑ NO		destroy. Office of Red	er the termination of employment, then cord is the College of Computer, ysical Sciences, Dean's Office.	
19. NAME AND TITLE OF PREPARER Vicki Brewer	20. TELEPHONE NUMBER	R	21. DATE	
Executive Administrative Assistant II	301.40	05.2316	January 25, 1999	

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OI	FMARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE	COLLEG	EDADE		
RMGT - 201 (7/92)	COLLEG	E FARK	PAGE 5 OF 13	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Academic Affairs		Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE AS WELL AS RETENTION		O AND USED AS A UNIT FOR REFERENCE ISES.	
RECORD SERIES TITLE Search and Selection Files			5. EARLIEST YEAR/LATEST YEAR 1985TO1999	
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES (OF INFORMATION/DOCUM	MENTS/FORMS FOUND	
Search committee files for candidates for consisting of advertisements, application evaluative reports, list of eligibles, and rel	material, meeting minu	, exempt, non-exempt ites, recommendation	, and graduate assistantship positions	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	☐ ALPHABETICAL ☐ NUMERICAL		MICROFILM(S) 1 □ COMPUTER TAPE(S)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK		DLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA		1/8 FILE DRAWER(S) MICROFILM REEL(S)	
OTHER (SPECIFY)	OTHER (NUMBER COMPUTER TAPE(S)	
	Unit or Po	sition Title	OTHER (SPECIFY)	
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN 1 or 10		
☐ DAILY ☐ WEEKLY ☐	MONTHLY	NUMBER	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?	
Building 115, Third Floor, Rooms 3400, 3	411, 3419, and 3423	YES YO	·	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		☑ NONE ☐ S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
☐ YES ☑ NO			Mathematical, and Physical Sciences, Dean's naterial for 10 years, then destroy. Other ed after 1 year.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	?	21. DATE	
Vicki Brewer Executive Administrative Assistant II	301.40	5.2316	January 25, 1999	
	L			

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

			
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE	001170	17. P. 4. P. 47	· · · · · · ·
RMGT - 201 (7/92)	COLLEG	E PARK	PAGE60F13
1. AGENCY	2. DIVISION	· · · · · · · · · · · · · · · · · · ·	3. UNIT
University of Maryland, College Park	Academic Affairs	·	Computer, Mathematical & Physical Sciences
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.
RECORD SERIES TITLE Payroll Records			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1999
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES	OF INFORMATION/DOCUM	MENTS/FORMS FOUND
IN THE	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)
Journals; one pay and payroll certification			requests, disbursements, records and
reports; journal vouchers; payroll entry for	rms; and other interna	l adjustment forms.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	EQUENCE	9. VOLUME FILE DRAWER(S)
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL □ NUMERICAL		MICROFILM(S) 2 COMMUTED TARGET
			NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
✓ LEGAL SIZE ☐ COMPUTER TAPE			
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	I/2 FILE DRAWER(S)
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	NUMBER COMPUTER TAPE(S)
			OTHER (SPECIFY)
11. FILE IS USED	-	12. FILE BECOMES IN	VACTIVE AFTER
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIE	S DUPLICATED ELSEWHERE?
Building 115, Third Floor, Room 3401		(IF YES, SPECIFY AGENCY OR OFFICE) VES NO PAYROLL SERVICES	
15. ACCESS RESTRICTIONS* YES	□ NO	16. AUDIT REQUIREM	
(IF YES, CITE LAW(S) & REGULATIONS)			_
Please See Statement Below.		□ NONE 🗹 S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	IN	18. RECOMMENDED	RETENTION
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES VOO		Retain for 3 years and	d until audit requirements are met, then
			cord is Payroll Services.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBE	<u>L</u>	21. DATE
Vicki Brewer			
Executive Administrative Assistant II	301.40	05.2316	January 25, 1999

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 7 OF 13
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland, College Park	Academic Affairs		Computer, Mathematical & Physical Sciences
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILE AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.
RECORD SERIES TITLE Purchasing and Accounting Records			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1999
6. RECORD SERIES DESCRIPTION (BRIEF	LY DESCRIBE THE TYPES (SERIES, INCLUDING THE		•
Internal account records, including copies Financial Accounting System and Founda equipment bills; unit projections; correspo concerning commitments and disburseme budgets, funded research and unit and sp	telecommunication service and nts, journal vouchers, and transfers and Physical Sciences operating		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)
☑ LETTER SIZE ☐ MICROFILM	✓ ALPHABETICAL		☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	✓ NUMERICAL		NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☑ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRA	APHICAL	FILE DRAWER(S)
OTHER (SPECIFY)	□ other	(SPECIFY)	MICROFILM REEL(S)
	_		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
			
11. FILE IS USED		12. FILE BECOMES IN	NACTIVE AFTER
☑ DAILY ☐ WEEKLY ☐	MONTHLY	3 NUMBER	☐ MONTH(S)
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)		S DUPLICATED ELSEWHERE?
Building 115, Third Floor, Rooms 3401ar	nd 3431	(IF YES. SPECIFY AGENCY OR OFFICE) PROCUREMENT, BFA, COMPTROLLER, DCBS (IF YES. NO PROCUREMENT, BFA, COMPTROLLER, DCBS)	
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS
Please See Statement Below.		□ NONE 🗹 S	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION	
YES NO		destroy. OOR for HM the College of Compu Dean's Office. OOR f Supply. OOR for the	I until audit requirements are met, then , LM, and SM Small Procurement Orders is ter, Mathematical, and Physical Sciences, or purchase orders is Procurement and accounting records is Comptroller, Budget r Communication and Business Services.
19. NAME AND TITLE OF PREPARER Vicki Brewer	20. TELEPHONE NUMBER		21. DATE
Executive Administrative Assistant II	301.40	5.2316	January 25, 1999

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		E PARK	PAGE 8 OF 13	
1. AGENCY	2. DIVISION		3. UNIT	
University of Maryland, College Park	Academic Affairs		Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES:		ECORDS NORMALLY FILEI AND DISPOSITION PURPO	D AND USED AS A UNIT FOR REFERENCE ISES.	
RECORD SERIES TITLE Departmental Publications			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1999	
6. RECORD SERIES DESCRIPTION (BRIEF				
Newsletters, technical reports, brochures, Mathematical, and Physical Sciences, De				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME FILE DRAWER(S)	
✓ LETTER SIZE	☐ ALPHABETICAL ☐ NUMERICAL		10 ☐ MICROFILM(S) ☐ COMPUTER TAPE(S) ☐ OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE			Boxes	
BOUND BOOK FLOPPY DISK	☑ CHRON	OLOGICAL	10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR.	APHICAL	☐ FILE DRAWER(S) 3 ☐ MICROEII M REEL (S)	
OTHER (SPECIFY)	OTHER	(SPECIFY)	NUMBER ☐ COMPUTER TAPE(S)	
		·	✓ OTHER (SPECIFY)	
			Boxes	
11. FILE IS USED		12. FILE BECOMES IN		
☐ DAILY ☐ WEEKLY 🗹	MONTHLY	NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 115, Third Floor, Rooms 3400, 3	3411, and 3431	☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	IENTS	
Please See Statement Below.		☑ NONE ☐ S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED I	RETENTION	
☐ YES ☑ NO		University of Maryland	plication to the University Archives at the dat the time of publication for permanent shally and destroy remaining material for ence is required.	
19. NAME AND TITLE OF PREPARER Vicki Brewer	20. TELEPHONE NUMBER	R	21. DATE	
Executive Administrative Assistant II	301.40	5.2316	January 25, 1999	
<u></u>	<u> </u>			

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 9 OF 13	
AGENCY University of Maryland, College Park	DIVISION Academic Affairs		UNIT Computer, Mathematical & Physical Sciences	
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RE	ECORDS NORMALLY FILE AND DISPOSITION PURPO	O AND USED AS A UNIT FOR REFERENCE	
RECORD SERIES TITLE Position Titles	*** #		5. EARLIEST YEAR/LATEST YEAR 1980 TO 1999	
	SERIES, INCLUDING THE	PURPOSE OR FUNCTION (OF THE SERIES.)	
Classification actions for exempt and non	-exempt positions in th	ne College of Compute		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SE	QUENCE	9. VOLUME	
☑ LETTER SIZE ☐ MICROFILM	☐ ALPHABETICAL ☐ NUMERICAL		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)	
☐ LEGAL SIZE ☐ COMPUTER TAPE				
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL		10. ANNUAL ACCUMULATION	
☐ AUDIO TAPE ☐ VIDEO TAPE	_	APHICAL	1/16 FILE DRAWER(S) MICROFILM REEL(S)	
OTHER (SPECIFY)	☑ OTHER Unit	(SPECIFY)	NUMBER	
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	JACTIVE AFTER AFTER POSITION IS ABOLISHED	
DAILY WEEKLY	MONTHLY	NUMBER	☐ MONTH(S)	
13. CURRENT LOCATION(S) (BUILDING,FLOOR, RO	ОМ)	14. IS RECORD SERIE (IF YES, SPECIFY AGENCY	S DUPLICATED ELSEWHERE? OR OFFICE)	
Building 115, Third Floor, Room 3401		☐ YES ☑ NO		
15. ACCESS RESTRICTIONS* YES (IF YES, CITE LAW(S) & REGULATIONS)	□ NO	16. AUDIT REQUIREM	ENTS	
Please See Statement Below.		□ NONE 🗹 S	TATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAI BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION		
☐ YES 🗹 NO		Retain for 3 years afte	er position is abolished, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	R	21. DATE	
Vicki Brewer Executive Administrative Assistant II	301.40	5.2316	January 25, 1999	
	<u>. </u>			

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE10OF13		
AGENCY University of Maryland, College Park	DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences		
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
RECORD SERIES TITLE Undergraduate Records			5. EARLIEST YEAR/LATEST YEAR 1993 TO 1999		
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	TLY DESCRIBE THE TYPES SERIES, INCLUDING THE				
Advising records and correspondence relative awards and supplemental grade change i	ated to academic activ				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY)		9. VOLUME FILE DRAWER(S)		
☑ LETTER SIZE ☐ MICROFILM			22 MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)		
☐ LEGAL SIZE ☐ COMPUTER TAPE					
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION		
☐ AUDIO TAPE ☐ VIDEO TAPE			FILE DRAWER(S)		
OTHER (SPECIFY)			NUMBER MICROFILM REEL(S) COMPUTER TAPE(S) OTHER (SPECIFY)		
11. FILE IS USED		12. FILE BECOMES IN			
☑ DAILY ☐ WEEKLY ☐] MONTHLY	4 NUMBER	LEAVES MONTH(S) YEAR(S) PROGRAM		
13. CURRENT LOCATION(S) (BUILDING, FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)			
Building 115, Third Floor, Room 3401		☐ YES Y NO			
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS			
Please See Statement Below.		☑ NONE ☐ S	STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION			
YES NO		Retain academic files for 4 years after student leaves program (usually graduation), then destroy. Office of Record for the grade change reports is the College of Computer, Mathematical, and Physical Sciences, Dean's Office.			
19. NAME AND TITLE OF PREPARER Vicki Brewer	20. TELEPHONE NUMBER	R	21. DATE		
Executive Administrative Assistant II	301.405.2316		January 25, 1999		

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY O	F MARYLAND	AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 11 OF 13		
AGENCY University of Maryland, College Park	DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences		
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
4. RECORD SERIES TITLE Faculty Files			5. EARLIEST YEAR/LATEST YEAR 1979 _{TO} 1999		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.) Curriculum vitae; appointment, promotion, and tenure (APT) material; correspondence; evaluative reports; contracts; payroll information; appointment letters; faculty review files; leave without pay and sabbatical requests; and other reference material.					
7. RECORD SERIES FORMAT(S) If LETTER SIZE	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)		
☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER (SPECIFY)		10. ANNUAL ACCUMULATION I		
11. FILE IS USED DAILY WEEKLY MONTHLY 13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		12. FILE BECOMES INACTIVE AFTER TERMINATION OF NUMBER MONTH(S) YEAR(S) EMPLOYMENT 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES NO VP for ACADEMIC AFFAIRS			
Building 115, Third Floor, Rooms 3401and 3431 15. ACCESS RESTRICTIONS* YES NO (IF YES. CITE LAW(S) & REGULATIONS) Please See Statement Below.		 ✓ YES			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ✓ NO		18. RECOMMENDED RETENTION Retain for 3 years after termination of employment, then destroy. Office of Record for APT material is the Office of the Vice President for Academic Affairs.			
19. NAME AND TITLE OF PREPARER Vicki Brewer Executive Administrative Assistant II	20. TELEPHONE NUMBER 301.40	R 05.2316	21. DATE January 25, 1999		

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF	MARYLAND	AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 12 OF 13		
AGENCY University of Maryland, College Park	DIVISIONAcademic Affairs		3. UNIT Computer, Mathematical & Physical Sciences		
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
RECORD SERIES TITLE Inventory and Key Material			5. EARLIEST YEAR/LATEST YEAR 1994 TO 1999		
6. RECORD SERIES DESCRIPTION (BRIEF IN THE	LY DESCRIBE THE TYPES O SERIES, INCLUDING THE P				
Records identifying non-capital and capital equipment inventory and related material including: manual sheets, inventory adjustment forms, replacement of inventory tag forms, disposal of surplus property forms, and equipment loan forms, and material relating to the procurement and disposal of keys including forms, records, and related correspondence.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY) Category		9. VOLUME FILE DRAWER(S)		
☑ LETTER SIZE ☐ MICROFILM			MICROFILM(S) 1 □ COMPUTER TAPE(S) NUMBER □ OTHER (SPECIFY)		
☐ LEGAL SIZE ☐ COMPUTER TAPE					
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION		
☐ AUDIO TAPE '☐ VIDEO TAPE			1/16		
OTHER (SPECIFY)					
			OTHER (SPECIFY)		
11. FILE IS USED		12. FILE BECOMES IN	JACTIVE AFTER		
☐ DAILY ☐ WEEKLY ☑	MONTHLY	3 NUMBER	☐ MONTH(S) ☑ YEAR(S)		
13. CURRENT LOCATION(S) (BUILDING,FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)			
Building 115, Third Floor, Room 3401		YES NO INVENTORY CONTROL			
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS			
Please See Statement Below.		☐ NONE ☑ STATE ☐ FEDERAL ☐ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION			
☐ YES 🗹 NO		are met, then destroy.	rial for 3 years and until audit requirements Office of Record is Inventory Control, Office etain key material until keys are returned or ment, then destroy.		
19. NAME AND TITLE OF PREPARER Vicki Brewer	20. TELEPHONE NUMBER		21. DATE		
Executive Administrative Assistant II	301.405.2316		January 25, 1999		

* Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEG	E PARK	PAGE 13 OF 13		
AGENCY University of Maryland, College Park	DIVISION Academic Affairs		3. UNIT Computer, Mathematical & Physical Sciences		
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFEREN AS WELL AS RETENTION AND DISPOSITION PURPOSES.					
RECORD SERIES TITLE Faculty Consulting Reports			5. EARLIEST YEAR/LATEST YEAR 1992 _{TO} 1999		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES, INCLUDING THE PURPOSE OR FUNCTION OF THE SERIES.)					
Reports including individual faculty report	s on paid consulting, u	nit summaries, and co	ollege summaries.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER (SPECIFY) Unit		9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)		
☑ LETTER SIZE ☐ MICROFILM					
☐ LEGAL SIZE ☐ COMPUTER TAPE					
☐ BOUND BOOK ☐ FLOPPY DISK			10. ANNUAL ACCUMULATION		
☐ AUDIO TAPE ☐ VIDEO TAPE			1/4 FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S)		
☐ OTHER (SPECIFY)					
			OTHER (SPECIFY)		
11. FILE IS USED OCCASIONALLY		12. FILE BECOMES IN	IACTIVE AFTER		
☐ DAILY ☐ WEEKLY ☐	MONTHLY	5 NUMBER	☐ MONTH(S)		
13. CURRENT LOCATION(S) (BUILDING.FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)			
Building 115, Third Floor, Rooms 3400 ar	nd 3401	YES NO VP for ACADEMIC AFFAIRS			
15. ACCESS RESTRICTIONS* YES NO (IF YES, CITE LAW(S) & REGULATIONS)		16. AUDIT REQUIREMENTS			
Please See Statement Below.		□ NONE ☑ STATE □ FEDERAL □ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAID BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)	N	18. RECOMMENDED RETENTION			
YES NO		College of Computer, Mathematical, and Physical Sciences, Dean's Office to retain for 5 years, then destroy.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	3	21. DATE		
Vicki Brewer Executive Administrative Assistant II	301.405.2316		January 25, 1999		

^{*} Access to records is subject to, and may be restricted by, applicable Federal and State laws and regulations. Access to any specific document must be determined by the specific facts of the case analyzed in the context of the applicable laws and regulations.

Please contact the President's Legal Office at (301) 405-4945 with inquiries.